

Message: RE: Quarterly report due date

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From Kraft, Emily **Date** Thursday, March 23, 2017 3:55 PM
To 'Laura Griggs'
Cc

I wouldn't wait too long to get the expenditure report submitted, because you can't get your April invoice paid until your expenditure report is approved. That being said, you don't need to have it to me right on March 31. I fully expect that it will take a day or two to get everything together and make sure all of the quarterly expenditures are captured.

From: Laura Griggs [mailto:treasurer@faithmaternity.com]
Sent: Thursday, March 23, 2017 3:47 PM
To: Kraft, Emily
Subject: Quarterly report due date

Emily -

Is the quarterly expenditure report due in March 31 or do we get a few days to compile numbers after the end of the quarter?

Thank you!
Laura